



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Wirtschaftswissenschaften

Facoltà di
Economia

School of
Economics and Management

INFORMATION SYSTEMS AND DATA MANAGEMENT Course Description

TEACHING LANGUAGE: English

SEMESTER: Spring 2012

TOTAL LECTURE /LAB HOURS: 50

CREDIT POINTS: 5

SCIENTIFIC FIELD: ING-INF/05 Sistemi di elaborazione delle informazioni

TOTAL HOURS OF EXERCISES: 20 for each group

LECTURER: Paolo Coletti, office E203, Paolo.Coletti@unibz.it

TEACHING ASSISTANT: Alessio Brutti and Christian Zieger

PREREQUISITE: English listening and reading, basic Microsoft Windows, file handling, basic Internet. For details see www.paolocoletti.it/books/prerequisites.pdf

COURSE DESCRIPTION: this course presents (1) a review of Windows files and programs operations; (2) computers network's structure and main applications, dangers and security techniques; (3) Microsoft Excel's tasks useful for economics, such as formulas, data entry and graphs with simple examples of automatic financial calculations; (4) relational databases building and managing using Microsoft Access.

LIST OF TOPICS COVERED: basic computer networks, basic Microsoft Windows operating system, basic computer networks, advanced Microsoft Excel, advanced Microsoft Excel's financial functions, relational databases, Microsoft Access.

EDUCATIONAL OBJECTIVES: to raise students' average skills in their basic computer and network usage and to give them mastery of a spreadsheet; to let student learn to organize data in a relational database and to extract and modify them.

TEACHING FORMAT: the lecturer shows theory and examples on a computer, while the assistants assigns exercises which will be discussed in class. Slides will be provided for each lesson.

ASSESSMENT: written test on database architecture and computer theory and security, practical test with a computer on Excel and Access.

REQUIRED READINGS:

- Excel 2007 for dummies, Greg Harvey, ISBN 978-0-470-03737-9
- Excel 2007 Data Analysis for dummies, Stephen Nelson, ISBN 978-0-470-04599-2
- Basic Computer course book, available on www.paolocoletti.it/informationssystem
- Financial Functions course book, available on www.paolocoletti.it/informationssystem
- Databases course book, available on www.paolocoletti.it/informationssystem

SUPPLEMENTARY READINGS:

- Financial Modeling, Simon Benninga, The MIT Press, ISBN 0-2620-2482-9
- Networking for dummies, Doug Lowe, ISBN 0-7645-1677-9
- Networking: A Beginner's Guide, Bruce Hallberg, McGraw Hill, ISBN 0-0722-2563-7
- Sams Teach Yourself Microsoft Office Access 2003 in 24 Hours, Alison Balter, ISBN 0-6723-2545-4